

this is largely due to adequate attention not being paid to this matter by the heads of offices. In view of the seriousness of the position, the Heads of Departments and other officers are once again requested to bestow their personal attention to this important matter and to effect the utmost economy in the use of paper and other stationery articles, avoiding sending supplementary indents as far as possible.

Government direct that the following instructions be adopted to further economise the use of paper and stationery articles.

1. *Duplicating.*—(a) An economy in both paper and effort can be made in many cases by delaying the circulation of non-urgent material until it can be used to fill up space on the urgent circular.

(b) Departments and offices must reduce the number of "duplicated copies of instructions to the smallest possible quantities by instituting systems whereby each administrative unit shall receive one copy only and circulate it, rather than sections of that unit each receiving a copy. There must be no reduplicating of duplicated or printed matter.

(c) Stencils should be cut in the smallest type possible. The most economical size is the Elite type (12 letters to the inch). In offices where typewriters with this type are available and the volume of duplicating work is considerable, such machines should be set apart, as far as possible, for cutting stencils.

(d) It should be noted that where tabulated matter in single line spacing throughout would be difficult to read, the introduction of blank line space at regular intervals (say, after every fifth line) will be of great assistance. This style has practical advantages over unrelieved double-line spacing.

(e) Departments and offices in possession of duplicators should not allow operators to have uncontrolled access to stocks of paper. Paper should be issued for each separate job with the due allowance for spoils not exceeding two per cent of copies duplicated or one sheet of paper per stencil. Spoiled sheets of absorbent or semi-absorbent duplicating paper should be used for testing inking at the commencement of runs. Such sheets may for that purpose be used several times and they may also be used for blotting-off stencils prior to storage.

2. *Correspondence.*—(a) For use in the case of short letter, e.g., in F8 cap 8 vo ($6\frac{1}{2}'' \times 4\frac{1}{2}''$) departments and offices should consider horizontal typing. This has advantages from the typing standpoint, makes for easier reading and if the printed or typed heading is arranged on not more than two lines, is at least as economical as the more usual vertical form.

(b) Dispense with covering letters for remittances, etc., where the contents explain themselves.

(c) The following further measures are recommended for general adoption:—

(i) The use of spare space on office memoranda and circulars to emphasize economy instructions.

(ii) Endorsing "See Paper Economy Instructions" on documents which do not observe these instructions so that others using the file would notice the comment.

3. *Acknowledgments.*—The routine acknowledgments of incoming letters etc., should in general be confined to communications containing valuable documents (e.g., deeds, agreements, etc.) or statutory or other notices, the receipt of which it is necessary for the sender to establish. Important letters replies to which are likely to be delayed, should be acknowledged only on instructions from officers concerned.

4. *Submission of Reports.*—It is often possible to extend the period of submission of periodical returns, e.g., daily into weekly or monthly into quarterly returns. This should be investigated and acted upon wherever possible.

5. *Misdirected letters.*—Some offices ask the writer to communicate again with the proper department of office. Time and paper are saved by passing on such letters.

6. *Envelopes.*—All incoming envelopes received without economy labels must be opened carefully by slitting along an edge. For re-use, an economy label should be pasted over the old address and turned over, the open edge of the envelope being gummed down.

7. *Babul and Cactus thorns.*—These may be used conveniently by all offices instead of pins. The thorns may be purchased locally, if available. Cactus thorns may also be purchased from the Dewan, Pudukkotta State, Madras at annas eight per thousand.

8. *Pencils.*—Pencils should be mended carefully by means of a knife. Pencil sharpening machines cause unnecessary wastage. A sharp point is wasteful and generally unnecessary, the lead should, therefore, be cut as little as possible to show a minimum usable amount of lead only.

9. *Salvaging usable articles from files to be recorded.*—When files, proceedings, etc., are being recorded, care should be

taken to salvage tags, pins, flaps, etc., and to return them to the stationery clerk for re-issue.

10. *Anticipating additional demands for paper or printing.*—It has been brought to the notice of Government that several newly created offices in the State indent for the supply of stationery articles disproportionate to their requirements without obtaining sanction of Government in the first instance. The Secretary to Government, Education Department, may be consulted by the Secretaries to Government (in other departments of Government) conveying sanction to the formation of new offices; at as early a stage as possible, before sending indents to the Superintendent, Government Stationery so that such preliminary planning as can be done may be arranged.

II. Use of cut sheets of Carbon and Typing paper.

It is reported that typewriting carbon paper and typewriting paper are being supplied to offices by the Superintendent, Government Stationery in Foolscap Folio size and that the demand for these papers is also considerably on the increase. To minimise wastage in this direction departments and offices should see that some quantity of typing paper and carbon paper is supplied to their typing branches in half and quarter sizes at all times. Each typist should have with him at least two half and two quarter sheets of ordinary carbon paper.

12. As regards the use of note sheets, reference is invited to instructions issued in the matter in G. O. No. A. P. 2866-933—P. & S. 54-42-2, dated the 24th November 1942, which should be followed strictly.

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M. RAMA RAO, For Edn. Secy.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read:—

The undermentioned Government Orders laying down instructions in the matter of economical use of the Stationery articles in the Government Offices:—

Government Order No. G. 11372-422—G. P. 24-15-52, dated 14th February 1916.

Government Order No. G. 21945-22005—P. & S. 7-20-3, dated 20th May 1921.

Government Order No. M. 5501-60—P. & S. 74-21-1, dated 1st June 1922.

Official Memorandum No. M. 5595-639—P. & S. 74-21-2, dated 6th June 1922.

Government Order No. E. 1737-95—P. & S. 74-21-9, dated 7th September 1922.

Government Order No. G. 8966-9018—P. & S. 48-34-3, dated 5th April 1935.

Government Order No. G. 10205-50—P. & S. 50-37-11, dated 27th June 1938.

2. Letter No. P. 2239, dated 27th January 1942, from the Superintendent, Government Printing, suggesting certain measures to be adopted to minimise the consumption of paper in all offices.

3. Letter No. S. 1952, dated 6th February 1942, from the Superintendent, Government Stationery, submitting proposals for the reduction of the scale of supply of the essential stationery articles as a measure of economy.

Order No. A. P. 5330-5405—P. & S. 109-41-8, dated Bangalore, the 28th March 1942.

In view of the abnormal rise in prices of Paper and Stationery articles and of the difficulty in obtaining supplies due to the present international conditions, Government have examined the question of minimising the consumption of paper, etc., to the largest extent practicable in all offices and have also considered the views of the Superintendent, Government Printing, and the Superintendent, Government Stationery in this behalf, and are pleased to issue the following instructions in continuation of the previous orders in the matter for strict guidance in all offices:—

A. Economy in the Use of Paper and Stationery Articles.

1. Heads of offices should exercise the strictest economy and great discretion in the use of different qualities of paper by the various classes of officers and officials and in the selection of paper for writing according to the importance of the subject-matter. Every available stock of paper in the different offices of the State should be carefully conserved and profitably utilised.

2. Both sides of paper should be used to write upon, in all offices, in all classes and for all communications. This should be insisted upon and stringent measures adopted to stop all wasteful use.

3. Envelopes should be fastened by pasting a slip over the flap without the flap itself being gummed, and the address and other details written or printed on this slip. The addressee will, in opening the envelopes, merely cut across the slip without injuring the flap, so that the envelopes can be used again by pasting on it another similar slip.

4. In the case of envelopes transmitted by post, the flap should contain instructions to the Post Office to impress its stamp on the slip only, even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected and returned to the office of issue after taking the contents so that the covers may be used again by pasting small slips to the cut end.

5. Wherever practicable, combined letter envelopes should be brought into use and the use of separate envelopes dispensed with.

6. The Superintendent, Government Printing, will print slips to suit the several sizes of envelopes and supply them to several offices together with the combined letter envelopes.

7. The supply of envelopes to the Departments will be reduced by 30 per cent as the general observance of the above instructions is expected to result in a considerable saving in envelopes.

8. Half the quantity of writing paper for office use will be supplied in draft Creamlaid paper 10 lb. and the other half in badami foolscap 10 lb.

9. Supply of Azurelaid paper will be discontinued, Creamlaid foolscap paper 14 lb. being supplied in lieu thereof, to Courts, the Police Department, the Department of Public Works and Treasury Offices.

10. All letter heads except those of the Secretaries to Government will be printed on Creamlaid Foolscap Paper 10 lb. only, the use of Azurelaid or Typewriting Thick Paper being dispensed with.

11. The supply of essential Stationery articles (as classified in Government Order No. G. 8466-9018—P. & S. 48-34-3, dated 5th April 1935) and of writing and other kinds of papers to offices from the Stationery Depot will be reduced by 30 per cent of the quantities provided in the Standing Lists.

12. Supply of Stationery articles such as Blotting Paper, Steel Nibs, Pencils, Ink Powders, Rubber, etc., which are issued according to a fixed scale will be limited to 70 per cent of the prescribed scale in future.

13. Supply of costly periodical articles such as green-
baize and paper weights will be deferred.

B. Economy in the Use of Forms and Registers.

1. The Heads of Departments and all other indenting officers will exercise the utmost economy in the use of forms and registers and return all unnecessary stock of forms and registers to the Superintendent, Government Printing, who will supply them to such other offices as are in need of them. They are also requested to claim only the minimum quantities of forms and registers in future and to maintain proper accounts of the forms and registers received and used in each office.

2. The Heads of Departments are requested to examine carefully works such as the printing of administration reports of departments, returns to the Comptroller, manuals and other miscellaneous works sent from their departments to the Press and see that the Printing work is reduced to a minimum.

3. The Heads of Departments and Deputy Commissioners are further requested to co-operate in this behalf and issue such subsidiary instructions to their subordinate offices as may be necessary to achieve the end in view. A report of action taken in this connection may be sent for the information of Government before 1st May 1946.

K. RAMA ASTRI, For Dev. Secy.

No. M. 6485-560—P. & S. 4-1, dated
17th January 1946

Official Memorandum

In view of the extreme necessity for economising the use of paper the Heads of Departments and Officers are once again requested to bestow their personal attention to measures of Economy in the consumption of paper and other Stationery articles, and to take suitable notice of such of their subordinates and clerks as are guilty of wasteful practices in violation of the rules issued from time to time in this behalf.

2. Government also direct that the following further instructions be adopted for economising the use of paper and other Stationery articles :—

1. *Economy slips.*—(a) Instructions regarding the use of economy slips should be brought home adequately to the persons who really handle these labels, viz., the peons and dafter-bands who actually fasten and seal envelopes in the Despatch Sections. It should be the duty of the Despatcher to explain the instructions carefully to the inferior staff who handle the Dak and to make sure that they have understood the instructions. The Despatcher should further examine all envelopes just before they go out to see that they have been fastened or sealed correctly.

(b) The mail (tappal) should be opened in the presence of a senior responsible officer preferably a gazetted one. He should see that all the envelopes fit to be re-used are collected and received by the Despatcher. The latter should take proper care of the used envelopes and he should be held responsible for using all of them again before going in for new ones.

2. Azurelaid note sheets are still being used extensively in several departments in preference to the cheaper semi-bleached routine note sheets. This should be avoided. Ordinary white printing 16 lbs. foolscap or halved into quarto should be used for D. O. Note papers.

The habit of pasting on foolscap-folio size correspondence on smaller sized paper should be discontinued.

Gum should not be used for closing gummed envelopes.

The contents of waste paper baskets should be collected and arranged to be despatched to the Mysore Paper Mills, Ltd., Bhadravati, if required.

3. (a) Besides obsolete papers, there is usually in every office, variety of otherwise waste paper which can also be used for drafts, for rough calculations, etc., e.g., old statements, chellans, tenders, registers which are only partially consumed, unwanted notes, reports or 'spare copies' printed or typed on one side.

(b) Paper of this description is often discarded as waste. It is requested that nothing should be discarded unless it is absolutely unfit for use.

(c) It often happens that papers are stored in out of the way places and lost sight of unless specially unearthed. A careful search should be made in all stores and bundle rooms.

4. In offices wherein a separate typing section exists and where there is adequate staff, typing work may be divided if found necessary and worked into two batches with separate sets of working hours, thus forming what might be termed a 'Double Shift' arrangement. If this is done, half the number of machines normally required would serve the purpose.

5. *Use of slates for rough work.*—An appreciable quantity of paper is consumed in rough work, drafts, calculations, temporary notes, etc. For such use slates afford a suitable substitute for paper. The Comptroller and the Chief Engineer may examine the question of supplying slates to officials of their departments out of contingencies so that the use of paper for rough work may be avoided.

6. Instead of cutting stencils for all jobs of which 100 or more copies are required, such jobs should be sent in advance during office hours allowing at least 48 hours' time to enable Government Presses to make necessary arrangements for printing and delivery within the time required.

7. *Post-copies of telegrams.*—The sending of post-copies of telegrams as a matter of course should be discontinued. The officer should decide in each case whether a post-copy is necessary. Numbers and quantities are less liable to mutilation if transmitted in words and not figures. Great accuracy can be secured by repeating the pivotal word, e.g., "classification not repeat not possible" or adding the double of a number, e.g., "send twenty-three, half of forty-six motors."

8. *Preparation of monthly statements of paper consumption.*—To watch the office consumption of paper a monthly statement giving figures of different varieties of paper used during the previous months may be prepared by each office. The Officer-in-charge of Stationery articles should carefully scrutinise the statement and ascertain whether all possible efforts are being made to minimise consumption and if not, take steps to ensure that greater economy is exercised. As such statements are intended to exercise control within the department or office itself.

9. All indents for paper or items manufactured from paper should be carefully scrutinised by an officer not below the rank of a Gazetted Officer. Superintendents or managers of Offices should be responsible for the economic use of all stocks at present held.

10. (a) No slips need be put up for acknowledgments pure and simple, but when such an acknowledgment has been

H. S. MALTARAJA URS, S. D. O.